

Adopted: June 2005 , Revised: _____**Class Title: Property Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Administrative and supervisory position responsible for the general management, event management, marketing and general maintenance of a City facility.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages facility operations including directing and supervising staff, marketing activities, event management, client relations, financial responsibilities, security, and housekeeping to facilitate overall operations.
2	S	Establishes working relationships with tenants and clients to ensure responsive customer relations; negotiates contracts; conducts regular tenant meetings; serves as a liaison with clients and the Real Estate office; establishes and manages tenant policies.
3	L	Manages and hosts events for the purpose of community service and revenue generation; develops and monitors event activities including oversight of stage and technical personnel and equipment, event set ups and event set up staff, event planning activities such as staffing calls, client estimates, financial settlements, liaison with clients and other event related duties.
4	S	Develops, oversees and coordinates marketing and promotional activities for the property; partners with various organizations to attract conventions or convention related events; books entertainment and other events; develops long term strategies for the promotion and sales for the property.
5	S	Develops and manages the divisions budget, prepares and processes purchase requisitions, annual budget, accounts payable, checking, promotional, operating, CIP and other funding accounts; monitors and tracks all facility expenditures and revenues; reports retail activity and event settlements; resolves budgetary issues.
6	S	Manages and coordinates security and housekeeping activities.

Adopted: June 2005 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in facility management or a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read correspondence, lease agreements, news media, professional journals, memos, and policies.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters, prepare presentations, reports, memoranda, and general correspondence.
Managerial	Managerial responsibilities include logistics associated with facility operations.
Budget Responsibility	Oversees budget preparation of a bureau budget. Reviews and approves expenditures of significant budgeted funds for the bureau or does research and prepares recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: **June 2005** , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Standing during presentations and event activities.
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	O	Event activities, presentations, inter-office, to/from meetings
Lifting	O	Event related equipment
Carrying	O	Event related equipment
Pushing/Pulling	O	Event related equipment
Reaching	O	Event related equipment
Handling	O	Event related equipment
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	O	Event related activities
Crouching	O	Event related activities
Crawling	R	Event related activities
Bending	O	Event related activities
Twisting	O	Event related activities
Climbing	O	Event related activities
Balancing	O	Event related activities
Vision	C	Computer, desk work, filing, reading, meetings, presentations
Hearing	C	Telephone, co-workers, general public, staff, presentations, meetings
Talking	C	Telephone, co-workers, clients, tenants, general public, staff, presentations, meetings
Foot Controls	R	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Microsoft Windows and Office software, two-way radio, vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)